

Hall of Records
Commission

REQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE
NO.

C-269

PAGE
NO. **1**

1. Requesting Agency

PRINCE GEORGE'S COUNTY

2. Division or Bureau of Requesting Agency
**Dept. of Inspections and Permits,
Div. of Building Inspection**

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1 BUILDING PERMIT APPLICATION AND CERTIFICATE OF COMPLIANCE

1. Form #DBI-11, Commercial
2. Form #DBI-11(a), Residential

Size: 8 1/2" x 11" padded forms

Quantity: 17 legal file drawers; 11 legal transfiles;
80 cu. ft. of plats and plans

Dates: 1950...

File Arr.: Commercial (#DBI-11): By permit number
Residential (#DBI-11a): " " "

Index: Commercial: 3" x 5" alphabetical card index
Residential: Building Inspection Permit File (Item 4)

Building Permit forms, for both commercial and residential building, give the permit number and type of construction, the address, date the permit is issued, the lot and block numbers, subdivision and election district, the name, address, and phone number of the owner, name of the former owner, names of contractor and architect, the intended use of the building, with details of construction, and the signature of the owner or his agent. Space is included for zoning information and signatures, as required, of the Director of the Maryland-National Capital Park & Planning Commission, the Sanitary Engineer, Structural Engineer, and Building Inspector. The amount of the fee paid by the applicant is shown. The reverse of the application, except on the pink copy of the residential application, has space for a physical description and drawing of the property.

The pink copy of the residential application (the Tax Assessor's copy) has space on the reverse for a detailed description of construction, for assessment purposes. Approval of the application by agencies to which it is required to be referred, or rejection, is noted on the face of the application from the Check Sheets (Item 3).

(continued)

7. Agency, Division or Bureau Representative

James S. Baker
Signature

Director of Inspections & Permits
Title

October 20, 1965
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

10/25/65
Date

Morris S. Ralab
Archivist

Nov. 1, 1965
Date

Leedman H. H. H.
Secretary

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(cont.)

The applications and accompanying plans or plats are distributed as follows:-

1. Commercial Applications (Required filing: 8 plats, 3 sets of plans, 1 set of specifications)

White copy: To Maryland-National Capital Park and Planning Commission, with one plat, both of which are returned to the Division by the Commission after action, with the Cover Sheet (Item 3) attached, showing approval or rejection.

Yellow copy: To Tax Assessor

Blue copy: Office copy, filed with one plat; plans are filed separately

Sets of plats and plans are forwarded to the Washington Suburban Sanitary Commission and, as may be required, to the Department of Public Works, the Health Department, and the Fire Marshal. Extra copies are used in the office and in the field.

2. Residential Applications (Required filing: 1 plat, 2 sets of plans)

Green copy: Office copy. Plans are filed separately.

Pink copy: To Tax Assessor

The recommendation below applies only to the copies of the applications and to plats or plans retained by the Department of Building Inspection.

RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER FINAL INSPECTION, THEN DESTROY.

CONTROL CARDS

Size: 4" x 6" cards

Quantity: 1 visible-type wall card file

Dates: Current

File Arr.: By owner's name

Control Cards are prepared as a check on the status of Building Permit Applications (Item 1), white for residential, and orange for commercial. The cards give the reference number, date and type of construction, the name, phone number and address of applicant, lot and block numbers, dates of approval by the various county and State agencies involved, and amount of the fee. The reverse of the card has space for explanation of denial, if denied, verification, and final action.

These cards are "housekeeping" records and have no value to the office after final action is taken on applications. They are nonrecord within the meaning of the statute governing nonrecord material, (Ann. Code of Md., 1957 edition as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office.

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6. Recommendation of Hall of Records and Board of Public Works.

3 CHECK SHEETS (COVER SHEETS)
Size: 8 1/2 x 11" sheet
Quantity: 2 legal file drawers
Dates: 1952...
File Arr.: Numerically by assigned file number

Check Sheets, also called "Cover Sheets," are submitted to the Department of Building Inspection by the Maryland-National Capital Park & Planning Commission when the application is approved or rejected. Check Sheets for residential permits are kept separately, and the sheets covering commercial permits are also filed separately by a code number and name assigned after the permit is issued.

The Check Sheet gives the date the application was received by the Maryland-National Capital Park & Planning Commission, the proposed use of the building, the name, address and phone number of applicant, the subdivision, street or road, block and lot numbers and, for acreage, the liber and folio of recordation. Space is provided for approval or rejection on each clearance made by the Commission (Requirements for Zoning, Subdivision, Highway, Park, and Street Numbers), with space for final approval or rejection. In cases where the State Roads Commission is concerned, the Maryland-National Capital Park & Planning Commission submits the request for approval directly to that agency.

The approval or rejection shown on the Check Sheets is noted on the face of the office copies of the applications for both commercial and residential building permits.

RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.

4 BUILDING INSPECTION PERMIT FORMS (Form #DBI-7)

Size: 5" x 8" slips
Quantity: 32 drawers (5" x 8"), 4 file drawers
Dates: 1953...
File Arr.: Internal - Alphabetical by name of street
External - Chronological by year

These permits are serialized, and are prepared in duplicate, (except for signs), giving date of the inspection and name of the owner, location and description of the property, and the notations of the inspector. The original copies are given to the inspectors, and the duplicates are filed as noted below. This information is recorded on the Building Permit Application (Item 1) after the inspection, and the slip is then filed.

The permits are distributed as follows:-

1. Residential - Green copy to inspector. After inspection and notations are made, this copy is returned to the office and is considered the record copy.

Pink copy is retained in the office file until the green copy is returned and filed, at which time the pink copy is considered non-record and may be destroyed if no longer needed by the office.

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
4 (cont.)	<p>2. Commercial - <u>White</u> copy to inspector. After inspection, this copy is returned to the office and is considered the record copy.</p> <p><u>Yellow</u> copy is retained in the office file until white copy is returned and filed, at which time the yellow copy is considered non-record and may be destroyed if no longer needed by the office.</p> <p>3. Elevators - <u>White</u> copy to inspector. After inspection and notations are made, this copy is returned to the office and is considered the record copy.</p> <p><u>Pink</u> copy is retained in the office files until return of the white copy, at which time the pink copy is considered nonrecord and may be destroyed when no longer needed by the office.</p> <p>4. Signs --- <u>Yellow</u> copy is the only one prepared and is returned to the office files as soon as the inspection has been completed. It is considered the record copy.</p> <p>RECOMMENDATION: RETAIN RECORD COPIES FOR THREE YEARS, THEN DESTROY.</p>	
5	<p>APPEALS TO THE BOARD OF ZONING APPEALS FOR VARIATIONS AND DECISIONS ON ALLEGATIONS OF ERROR</p> <p>Size: 8½" x 11" forms Quantity: 1 file drawer Dates: 1954... File Arr.: Chronological</p> <p>This form is prepared in triplicate by the petitioner, after which it is taken to the Board of Zoning Appeals for action. The form gives the number of the application and the date of filing, the hearing date and date of notification of the petitioner and the neighbors, and the date of the decision of the Board, type of application, location of the property, purpose of the appeal, names and addresses of the owner and of the applicant, the refusal date, if refused, and the dates of previous appeals, if any, with the signature of the applicant. On the reverse is space for a listing of adjoining property owners and a scale sketch of the property, with dimensions, the date of the hearing on the appeal, the decision of the Board, and the signatures of the Chairman and two Board members. A typed copy of the decision of the Board is attached to the blue copy, which is filed with Building Inspection.</p> <p>The blue copy, generally with an attached copy of the decision of the Board, is deposited in the Division of Building Inspection after action on the appeal. This copy has reference value to the office for a long period of time.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
6	APPLICATION FOR USE OF OCCUPANCY PERMIT (Form #DBI-1A)	(continued)

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6	<p>APPLICATION FOR USE OF OCCUPANCY PERMIT (Form #DBI-1A)</p> <p>Size: 8½" x 11" sheets Quantity: 3 file drawers; 2 transfiles Dates: 1953... File Arr.: By permit number after issuance Index: 4" x 6" card index, arr. alphabetically by name of road or street</p> <p>This serialized form is prepared in duplicate for use and occupancy of new or altered commercial, educational, and religious buildings. The application gives date received, fee paid and receipt number, decision permit number, and date issued or rejected, with name of the person authorizing issuance or rejection, the name address, and telephone number of the applicant, the intended use of the building, the lot and block numbers or description of acreage, the name of the subdivision and the street address, if any, and the election district, the names, addresses and phone numbers of the owner of the property and of the owner and the occupant of the proposed use, the date and itemized zoning check, and the name of the inspector for Building Inspection, with the date. Copies are distributed as follows:-</p> <ol style="list-style-type: none">1. <u>White</u> copy - Retained in office2. <u>Yellow</u> copy - To Economic Development Committee of Prince George's County <p>If there is a change in occupancy, the new occupant is required to file application for a new Use of Occupancy Permit.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p>	
7	<p>USE OF OCCUPANCY SHEETS (ROUTE SLIPS)</p> <p>Size: 8½" x 11" sheets Quantity: 3 file drawers Dates: 1953... File Arr.: Alphabetical by name of applicant</p> <p>After application has been made for a Use of Occupancy Permit, the Use of Occupancy Sheet is prepared, giving the name and address of the applicant, the date and type of commercial, educational, or religious building, dates of inspections as made, whether approved or rejected, and the initials of the inspector. Space is included for remarks, usually in the case of defects.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p>	
8	<p>USE OF OCCUPANCY PERMIT STUBS</p> <p>Size: 8" x 3" stubs Quantity: 2 file drawers Dates: 1953... File Arr.: Chronological</p> <p>When the application for a Use of Occupancy Permit has been approved after inspection (Item 4), a serialized permit is issued to</p>	(continued)

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8 (cont.)	<p>the applicant, and the stub remains in the permit book. The stub shows the serial number of the permit, name and address of the permittee, the date, address of the property for which permit was issued, use for which permit was issued, application number, initials of the person who issued the permit, and fee paid by applicant.</p> <p>In cases in which there is a change in occupancy, the new occupant must reapply for a Use of Occupancy Permit.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
9	<p>APPLICATION FOR INSTALLATION OF OIL BURNER AND FUEL STORAGE TANKS Form #DBI-4</p> <p>Size: 8½" x 11" sheets Quantity: 4 file drawers; 2 transfiles Dates: 1950... File Arr.: Alphabetical, by name of applicant</p> <p>These application forms give date and name of owner or occupant, his address, type of construction of the building and number of stories, make of oil burner and type, capacity of storage tank, space for remarks, name, address and license number of contractor, signature of applicant, and notation of approval by the inspector.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p>	
10	<p>REPORT OF LICENSES AND PERMITS ISSUED (REPORT RECORD BOOK)</p> <p>Size: 14" x 8½" x 3" Quantity: 8 post binders Dates: 1956... File Arr.: Chronological Audit: Annual outside audit</p> <p>The Report of Licenses and Permits Issued is prepared daily, in triplicate, recording the fees collected for building and electrical permits of all types, giving the permit numbers, addresses, lot and block numbers, names of subdivisions, if any, names of owners of the properties, and amounts of individual fees collected, the estimated costs of the installations, and the intended use. Permits pending each day are listed on a separate sheet. The three copies are filed as follows:-</p> <p> #1: To County Treasurer for entry in permanent accounting records, which are audited. #2 & #3: Retained in the office.</p> <p>The recommendation below applies only to the office copies (#2 and #3) of this records series.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL ALL AUDIT REQUIREMENTS ARE MET, WHICHEVER IS LATER, THEN DESTROY.</p>	

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11	<p>MONTHLY REPORTS ON BUILDING PERMITS</p> <p>Size: Letter size Quantity: 1 file drawer Dates: 1956... File Arr.: Chronological</p> <p>Two monthly reports are prepared for the County Commissioners of Prince George's County from the Report of Licenses and Permits Issued, as follows:-</p> <ol style="list-style-type: none">1. Report on the number of building permits issued, by type of building or installation; total amounts of fees collected, by type; and estimated costs, by type, with total estimated cost.2. Report on total number of building permits issued, by type or class of permit (building or electrical), with totals collected, by type of permit, and totals carried forward. <p>The recommendation below applies only to the copy retained in the office files.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p>	
12	<p>RECEIPT BOOKS</p> <p>Size: 11" x 16" x 1" perforated receipt books Quantity: 30 cu. ft. Dates: 1951... File Arr.: Chronological</p> <p>The Receipt Books contain serialized receipts and stubs, giving date, name of payee and reason for payment, amount, and whether cash or check. These books are the source of entry to the Report of Licenses and Permits Issued (Item 10).</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.</p>	